



FIRE DEPARTMENT

FIRE PREVENTION BUREAU

Derek L. Hughes, Fire Chief
David Petersen, Deputy Fire Chief Len DeJoria, Fire Prevention Officer

Title: Places of Assembly Permit Application Guideline

Scope: Assembly occupancies shall comply with all regulations set forth by this department and The International Fire Code, 2003 edition. A permit shall be required to conduct a temporary place of assembly.

Purpose: To provide standardized Mesquite Fire Department requirements relating to places of assembly.

Places of assembly include, but not limited to; special events in hotels, convention halls, banquet rooms, show rooms, dining areas, lounges, rooms, tents, or any assembly occupancy. (50 or more persons)

Three sets of floor plans shall be submitted to the Mesquite Fire Department for approval and must be received by this Department within (10) working days prior to the start of the event. Upon approval of plans, (2) sets will be returned. (1) Fire Department stamped set shall be posted at the place of assembly and be available for inspection at all times during the event. The Mesquite Fire Department will only review plans that are drawn to architectural scale. A physical site inspection may be required depending on event.

Plans must clearly indicate all of the following information:

1. Name, address of property and specific rooms to be used.
2. Dimensions of the entire usable area to be occupied (Show total square feet).
3. Type of convention or special event.
4. Size, location and construction of booths, stages, decorative sets, etc.
5. Table/chair/seating configurations and locations.
6. Aisle widths and exit widths. (Show total lineal feet of exiting)
7. Location of all fire extinguishers and fire hose cabinets. (shall not be obstructed)
8. Contact person and telephone number.
9. Move in and move out dates.
10. If pipe and drape is to be used, provide flame retardant certificates with submittal.
11. Show all display items, vehicles, and equipment.

Should you have any questions, please call the Fire Prevention Bureau.

10 E. Mesquite Blvd. * Mesquite NV, 89027 * (702) 346-2690 * Fax: (702) 346-5242